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4-0021  
7 May 1953

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**MEMORANDUM FOR:** Assistant Director, Collection and Dissemination  
Assistant Director for Operations

**SUBJECT:** FDD-CIA Library Agreement

**REFERENCE:** Memorandum to AD/C and AD/CD from DDI, dated 10 April 1953, Subject: Instruction for the implementation of SECIL-16.

1. In order to execute the instruction of DD/1 referenced above, it will be necessary to amalgamate to some degree the present activities of CIA Library and FDD. Such amalgamation can be best accomplished functionally in [ ] rather than by moving the library function of FDD [ ] sufficient space for these activities, it is understood, can be arranged in [ ] through GSA, by removing certain dead files of the Maritime Administration.

2. The CIA Library Foreign Publications Branch will be responsible for the following:

(a) The receipt of foreign language publications. This will include:

- (1) Typical mail-processing procedures.
- (2) Matching the item received against outstanding orders for publications.
- (3) Making one copy of every foreign document received available to FDD for screening.
- (4) Prepare lists of serials received, adequate for research needs.
- (5) Sending the documents to FDD for screening and evaluation.

(b) On return from FDD, indexing (except serials).

(c) Reproduction (where necessary)

(d) Dissemination.

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(e) Retention of indexed and exploited documents.

(f) Disposal of documents, including action on recommendations of forwarder and of FDD (e.g., file in [ ]).

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3. FDD will be responsible for the following:

(a) Prior to indexing, screening documents initially received by the CIA Library Foreign Publications Branch. This will include a preliminary evaluation of the worth of the document in the light of current requirements. FDD undertakes that this process will be promptly completed so that the progress of a document through the steps, receipt, screening-and-evaluation and indexing, will be as rapid as possible.

(b) Excepting, summarizing, and compiling from documents which have been indexed and finally disseminated. This process is an extension of the initial screening prior to indexing. (In the case of serials, indexing is to be omitted and FDD's processing from screening through exploitation will be continuous. In the case of multiple copies of any document, the copy disseminated to FDD will indicate other dissemination.)

4. Procurement will be the responsibility of the CIA Library Foreign Publications Branch, operating with the guidance of research offices of IAC agencies and of FDD (in particular, its survey branch). It will be the responsibility of the CIA Library Foreign Publications Branch to check with FDD in every case where procurement is requested by other than FDD, whether in CIA or other IAC agencies. In this way, the CIA Library Foreign Publications Branch will assure that all items procured will reflect the needs of other users as well as FDD; where necessary an extra copy will be ordered to meet the needs of the community.

5. CIA Library Foreign Publications Branch and FDD will jointly survey the needs of the Agency for non-lexical reference materials in the foreign languages and will inventory existing stores, including those at present housed in offices other than the Library and FDD. An attempt will be made to centralise these reference materials in a [ ] building.

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6. The coordination of procurement responsibility in the hands of OGD would work out as follows:

(a) All orders for publications would be placed by OGD, whether on a collector or on a commercial outlet.

(b) FDD, by virtue of its responsibility to extract from foreign language publications intelligence information to meet substantive requirements, will obviously need to know the range of foreign language publications in which such information is found. It therefore will be a prime placer of orders with OGD for procurement.

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(c) Other offices of the Agency and other agencies will likewise continue to wish to acquire foreign language publications. In such instances, it should be normal practice for OCD to check with FDB as to whether they too have an interest in such orders and, if so, either arrange for additional copies or for preliminary screening under the above procedure when such are received, or reproduction and dissemination to the interested parties.

(d) It is appropriate in view of (b) above, for FDB to maintain such small staff as proves necessary to assist its exploitation process in surveying foreign language publications which might answer information requirements from the substantive offices.

(e) In view of the foregoing, it follows that since OCD is the office responsible for managing the channels of procurement, it is the office which should hold the role of special assistant to OLI. In discharging this responsibility, however, it is its duty to seek out from the users, meaning FDB, AFM, OSI or other SAC agencies, views and evaluations regarding the publications received and transmitting to the RPO's such information for the guidance of them.

Mr. [REDACTED], OCD, will be appointed special assistant.

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[REDACTED]  
ROBERT JERRY, JR.  
Deputy Director (Intelligence)

cc: OIC  
O&M

OIC/RDD:br (7 May 1953)

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